

# Petition for Admission/ECF Registration Form

United States District Court  
Eastern District of New York  
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IN THE MATTER OF THE APPLICATION OF  
TO BE ADMITTED AS AN ATTORNEY

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TO THE HONORABLE JUDGE OF THE UNITED STATES DISTRICT COURT FOR  
THE EASTERN DISTRICT OF NEW YORK:

, petitioner herein, respectfully states:

1. The petitioner resides at , and maintains an office for the practice of law at the address stated on page four.
2. The petitioner was admitted to practice by the Appellate Division of the Supreme Court, Department of the State of New York at the Term. (A current Certificate of Good Standing must be attached).
3. That petitioner attended Law School and was graduated from said law school with the degree of in
4. That petitioner has practiced in the various courts of the State of New York, including ; and drawn legal papers.
5. That petitioner is now a member of New York State Bar in good standing and a member of good standing of the bar of .

6. That petitioner has never been held in contempt of court and has never been censured, suspended or disbarred by a court.

7. That petitioner has read and is familiar with, and agrees to abide by the following:

- (A) The provisions of the Judicial Code Title 28, United States Code
- (B) The Federal Rules of Civil Procedures for the district courts.
- (C) The Federal Rules of Criminal Procedures for the district courts;
- (D) The Local Rules of the United States District Court for the Eastern District of New York, including the rules regarding electronic filing.
- (E) The Federal Rules of Evidence for United States Courts;
- (F) The Code of Professional Responsibility adopted by the American Bar Association and will faithfully adhere thereto.

**WHEREFORE**, your petitioner respectfully requests admission as attorney, in the United States District Court for the Eastern District of New York.

SAMPLE

\_\_\_\_\_  
(Signed)

**NOTE: ALL PETITIONS ARE TO BE VERIFIED:**

**STATE OF NEW YORK  
CITY OF NEW YORK  
COUNTY OF NEW YORK**

\_\_\_\_\_ being duly sworn, deposed and says; that he/she is the petitioner herein; that he/she has read the foregoing petition; and that the same is true to his/her own knowledge except as to matters therein stated to be alleged on information and belief, and that as to those matters he/she believes it to be true.

\_\_\_\_\_  
(Signed)

**SWORN TO BEFORE ME THIS  
DAY OF (insert date), (insert year)**

**UNITED STATES DISTRICT COURT**

**EASTERN DISTRICT OF NEW YORK**  
-----X

**IN THE MATTER OF APPLICATION OF                      SPONSORING AFFIDAVIT**

**TO BE ADMITTED AS AN ATTORNEY**

-----X  
STATE OF NEW YORK ) ss:  
COUNTY OF KINGS

, being duly sworn, deposes and says:

**FIRST:** I reside at \_\_\_\_\_, and maintain offices and  
official address for the general practice of law at \_\_\_\_\_.

**SECOND:** I am the attorney at law having been admitted to practice in the Supreme Court, Appellate Division of the Department of New York during the \_\_\_\_\_ Term, and the United States District Court for the Eastern District of New York in good standing.

**THIRD:** I have known the petitioner for at least one year and have visited with him/her on numerous occasions.

**FOURTH:** I know that the petitioner has practiced law in the court of \_\_\_\_\_. That petitioner is of good moral character and fully qualified to be admitted to practice in this court.

**FIFTH:** I know that the petitioner has been attorney in actions on \_\_\_\_\_.

**SIXTH:** In my opinion petitioner believes in the fundamental principles of the constitution of the United States and will make an honorable and capable member of the bar of this court.

(Signed)

**SWORN TO BEFORE ME THIS  
DAY OF (insert date), (insert year)**

United States District Court

# Eastern District of New York

## ECF REGISTRATION FORM

(Please type)

**Note: Submit this completed Registration Form along with your Petition and Sponsoring Affidavit. There is no need to retype the form.**

### *Person Information:*

<b>Last Name:</b>	<b>Generation (ie; Jr., Sr., II, III):</b>
<b>First Name:</b>	<b>Middle Name:</b>
<b>Title (ie; attorney)</b>	<b>Date of Birth:</b>
<b>Bar Code: (first and last initial, followed by last four digits of your Social Security Number)</b>	

### *Office Information:*

<b>Office:</b>		
<b>Address 1:</b>		
<b>Address 2:</b>		
<b>Address 3:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>County:</b>	<b>Country:</b>	<b>Tele. No: (   )</b>

### *User Information:*

<b>Law Firms' E-mail Address:</b>
<b>Individual's E-mail Address:</b>
<b>Telephone Number (   )</b>
<b>Fax Number (   )</b>

United States District Court  
Eastern District of New York

**Important Submission Information:** Please provide a suggested date of admission in your cover letter and attach certificates of good standing which are in-compliance with Local Civil Rule 1.3 (issued w/i 30 of admission date). Submit your completed forms to the direct attention of the Attorney Admission Clerk below at whichever location is more convenient to yourself and sponsor. Both of you will be required to report on the date of your admission.

You will be contacted by the Court to confirm your admission date.

**Brooklyn Courthouse**

**Sandra A Jones  
Attorney Admission Clerk  
225 Cadman Plaza East  
Brooklyn, New York 11201  
718-260-2280**

**Central Islip Courthouse**

**Lily Serret  
Attorney Admission Clerk  
100 Federal Plaza  
Central Islip, New York 11722  
631-712-6014**

**TO ALL ATTORNEYS FILING PETITIONS FOR ADMISSION**

Attached for your convenience is a sample petition for admission and sponsoring affidavit.

All petitions are to be double-spaced and followed according to the sample, including all paragraphs as they pertain to the petitioner. Please read the petition, affidavit and local rules attached carefully before completing and filing the petition, as any deficient petitions will be returned for correction.

Each applicant upon admission to practice in the Eastern District of New York shall pay to the Clerk the statutory admission fee of \$150.00 in addition to the Court Purpose fund fee of \$10.00 and a \$10.00 fee for the Pro Bono Fund for a total of \$170.00. For a duplicate certificate of admission or certificate of good standing there is an additional fee of \$15.00. **PLEASE NOTE THAT THE FEE IS TO BE PAID ON THE DATE OF ADMISSION, AND IS NOT TO BE INCLUDED WITH YOUR PETITION FOR ADMISSION.** All checks received prior to the admission date will be returned to the sender.

If you seek admission at the Brooklyn Courthouse, please include a cover letter indicating a preferable **FRIDAY WHEN YOU AND YOUR SPONSOR WILL BE ABLE TO APPEAR FOR THE HEARING.**

**PETITIONS FOR ADMISSION MUST BE RECEIVED NO LATE THAN TEN BUSINESS DAYS BEFORE THE ADMISSION DATE YOU SELECTION.**

Admissions are held in each of the Courthouses according to the following schedule;

Brooklyn (718) 260-2285	Every Friday at 9:30 a.m.
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Central Islip (631) 712-6000	Third Wednesday of every month at 2:00 p.m.
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